

NOTICE OF VACANCY

AUGUSTA, GEORGIA is presently in the process of recruiting for the position described below. Applications for the position will be given and taken at the HUMAN RESOURCES DEPARTMENT on:

MONDAY - FRIDAY

9:00 A.M. - 4:00 P.M.

After the closing date, the applications will be referred to the respective department.

JOB TITLE: Maintenance Worker II

DEPARTMENT: Utilities

SALARY: \$19,158.00 Annually

BEGINNING DATE: May 03, 2005

CLOSING DATE: May 17, 2005

MINIMUM QUALIFICATIONS:

High School diploma, trade school, or equivalent level of education. 0-2 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Considerable knowledge of cleaning methods, materials, and equipment and groundskeeping methods and techniques. Familiarity with county and department policies and procedures. Proficiency in powered lawn maintenance equipment, and ground vehicles, and makes routine building repairs. Good communication skills, both oral and written. Demonstrated ability to work independently. May supervise and/or train designated subordinate personnel.

MAJOR DUTIES:

Sweeps, mops, waxes, and buffs floors. Cleans restrooms and replenishes supplies; cleans drinking fountains, windows, and walls. Replaces light bulbs, empties trash, and sweeps outside walks. Performs minor maintenance and ground maintenance. Operates a polishing machine and a vacuum cleaner. Moves office equipment furniture and equipment. Serves as a resource to subordinate personnel.

ROOM 601 MUNICIPAL BUILDING

AUGUSTA, GA 30911

We are an equal opportunity employer.

**We do not discriminate on the basis of race, religion,
color, sex, age, national origin, or disability.**